



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Specifications And Authorize Advertisement For Bids For Renovations To The Hutchins Street Square Box Office

MEETING DATE: April 17, 2002

PREPARED BY: Charlene J. Lange, Community Center Director

RECOMMENDED ACTION: Approve specifications and authorize advertisement for bids for renovations to the Hutchins Street Square Box Office.

BACKGROUND INFORMATION: The box office operation at Hutchins Street Square is currently operating, as designed, in the connector hallway of the Square, closest to the Port Cochere on the Oak Street side of the project.

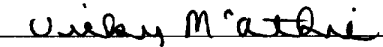
As various programs and use of the Performing Arts Theatre increase – the hours of the box office need to expand to include late evenings and weekends. The security issue has now become uppermost, as there is currently no separation from the general public to our cashiers or the cash drawer.

The Foundation has taken the initiative to work with architects Wenell, Mattheis and Bowe to secure a set of plans that would remodel the director's office on the corner of the entrance, to a new ticket booth. The director's office has been moved to a smaller room in the same area, thus freeing up the space for the remodel.

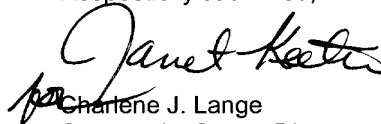
The newly proposed ticket booth would include a ticket pass through counter and window with a deal drawer and speak-through. The counter will be attached to the exterior wall atop the existing stone sill. The space will be totally secure, providing separation between staff and the general public and will allow the box office to be safely open during hours when the Square would normally be closed.

Also proposed is a new entrance ramp and handrail at the ramp.

FUNDING: Estimated at \$13,000.00 (1211.371 Capital Account)

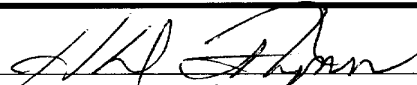

Vicky McAthie, Finance Director

Respectfully submitted,


Charlene J. Lange
Community Center Director

cc: City Attorney
Deputy City Manager
Finance Director

APPROVED: _____


H. Dixon Flynn – City Manager